



**Address : Deira, Dubai – U.A.E**

**APPLICATION FOR THE POST of WAITRESS**

**Objective**

A position with an organization where I can utilize the best of my skills and abilities that fit to my education. Skills and experienced a place where as encouraged and permitted to be an active participant as well vital contribute on development of the company.

**Experience**

I have experience as a Waitress at **Transcorp Hilton Hotel Abuja Nigeria** for period 1 year. I have experience as a Waitress at Mr. Biggs Hotel in Nigeria for period 2 years

**Duties And Responsibilities**

 Greet and escort customers to their tables

 Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)

 Prepare tables by setting up linens, silverware and glasses

 Inform customers about the day’s specials

 Offer menu recommendations upon request

 Up-sell additional products when appropriate

 Take accurate food and drinks orders, using a POS ordering software,order slips or by memorization

 Check customers’ IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages

 Communicate order details to the Kitchen Staff

 Serve food and drink orders

 Check dishes and kitchenware for cleanliness and presentation and report any problems

 Arrange table settings and maintain a tidy dining area

 Deliver checks and collect bill payments

 Carry dirty plates, glasses and silverware to kitchen for cleaning

 Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties)

 Follow all relevant health department regulations

 Provide excellent customer service to guests

**Skills**

 Good cleaning and sanitation skills

 Efficient and organized

 Good interpersonal and oral communication skills

 Is a good team member

 Completes all closing duties in an efficient manner

 Dedicated to helping the kitchen run smoothly

 Knowledgeable about food safety standards

**PERSONAL PROFILE**

* Gender : Female
* Date of Birth : 08-May-1988
* Nationality : Nigerian
* Religion : Christian
* Visa Status : Visit Visa (Valid for 3 months)
* Language : English

Personal Contact : [adebimpe-29926@2freemail.com](mailto:adebimpe-29926@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

**QUALIFICATIONS**

* High School Secondary

**CONCLUSION & DECLARATION**

***I hereby certify that above information is true and correct to the best of my knowledge and ability. It will be pleasure if you will give me a chance to have an interview in your company.***

**ADEBIMPE**